



Your Healthy Workplace

March 2024

25 steps for a safer office

CAUTION



WET FLOOR

It's fairly obvious that safety and health hazards can exist on work-sites filled with heavy machinery and equipment. The office setting is also fraught with dangers – from slips and falls to computer eye strain.

Many of these hazards are also quite obvious, but we'll point them out anyway.

1 Clutter: Boxes, files and other items piled in walkways can create tripping hazards.

2 Standing on chairs, particularly rolling office chairs, to reach something is a significant fall hazard. Invest in a step ladder.

3 Blind corners in hallways: Consider installing convex mirrors at these intersections.

4 Slick marble or tile walkways: Cover with carpeting and other skid-resistant surfaces, particularly at inside entrances.

5 Shut the drawer: File cabinets with too many fully extended drawers could tip over;

they also pose tripping hazards.

6 Safe stacking: Heavier items go on the bottom, making it less likely for the stack to fall over.

7 Adjustable equipment: One size does not fit all in an office workstation. You'll have fewer ergonomics issues if chairs, monitors and work surfaces are adjustable.

8 Employee training: Make sure everyone knows how to use the adjustable equipment.

9 Feet on the floor: Unless an employee's feet are on the floor, an ergonomic chair will not be able to reduce pain and discomfort.

10 Document holders. They will reduce neck strain if the employee must look from the document to the computer frequently.

11 Correct mouse placement. The mouse should always be next to and on the same level as the keyboard.

12 Dim the lights and use task lamps with recessed lightbulbs: Florescent lights in office buildings often are too bright for optimal vision.

13 Computer monitor position: The correct position is slightly below eye level and 20-26 inches from the eyes.

14 Curtains or blinds: They minimize

screen glare caused by open windows.

15 Eyeglasses: Corrective lenses are available for computer use that allow the wearer to see the full monitor without neck strain.

16 Computer font size: Make it large enough to help prevent both neck and eye strain.

17 Breaks: A 10-minute break for every hour on the computer reduces eye strain and fatigue.

18 Electric cords: Keep them in good repair; don't overload outlets.

19 Space heaters: Verify the devices are approved for commercial use and have a switch that automatically shuts off the heater if it is tipped over.

20 Fire sprinklers: Don't block with furniture or tall stacks of materials.

21 Escape routes: Don't block them or prop open fire doors.

22 Double check: Conduct periodic walk-throughs to look for hazards and to maintain ergonomic task design.

23 Be alert: Monitor signs of musculoskeletal disorders.

24 Talk: Make sure employees can talk to supervisors about their concerns.

25 Reporting systems: Establish ways for employees to report safety concerns.

Source: *Safety+Health*

From identifying noise hazards to helping you establish safety standards, we're pros at helping you create a safer work environment. Contact OCCMed Director Jennifer Carmack at 731-984-8400 or jennifer@occmedjackson.com.

Physicians Quality Care OCCMed

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Clinic Hours: 7 a.m. – 7 p.m. weekdays

On-site Services: Available 24/7 by arrangement

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The case for a healthier workforce

A Brigham Young University study of nearly 20,000 workers found that employees with unhealthy habits are causing substantially higher levels of lost workplace productivity.

- ▶ Employees with unhealthy diets were 66 percent more likely to report having a loss in productivity.
- ▶ Even worse, employees who had difficulty exercising during the day and employees who rarely ate fruit were 96 and 93 percent, respectively, to more likely have increased productivity loss.

"Total health-related employee productivity loss accounts for 77 percent of all such loss and costs employers two to three times more than annual healthcare expenses," said researcher Ray Merrill. "This certainly suggests the value of health promotion programs in workplace environments."

"Making fruits and vegetables available to employees in the workplace and having leadership who play a supportive role with employee wellness is critical to office productivity."

We can help!

Take the first step to encouraging employees to be healthier by contacting OCCMed Director Jennifer Carmack at 731-984-8400 or jennifer@occmedjackson.com. Physicians Quality Care OCCMed can help you set up a health fair, start an employee exercise program, offer healthy food classes or begin other health-related initiatives at your workplace.



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Address Service Requested

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Mobile medical clinic provides services at your doorstep

OCCMed's self-contained Mobile Clinic arrives at your doorstep equipped and staffed, offering employers a convenient and cost-effective way to provide many medical services.

Our Mobile Clinic has a private exam room and waiting area. A nurse practitioner

and a nurse/medical assistant staff the clinic and can provide your employees DOT and pre-employment physicals, fit-for-duty testing, sick visits and more.

To schedule the mobile clinic at your worksite, contact OCCMed Director Jennifer Carmack at jennifer@occmedjackson.com or 731-984-8400.



We speak OSHA!

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- ▶ DOT, non-DOT & hair follicle drug screening
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- ▶ Health fairs
- ▶ Strength & agility testing
- ▶ NIOSH-approved pulmonary function testing
- ▶ DOT, wellness & pre-employment physicals
- ▶ Respirator-fit testing & respirator medical evaluations
- ▶ Heavy-metal testing
- ▶ Industrial hygiene: noise sampling, air sampling, dust sampling, etc.
- ▶ Nerve conduction studies
- ▶ X-rays and EKGs